



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Comptroller General, State Fire Marshal Arson Investigation Division #7 MLK Jr. Drive, Room 448 Atlanta, Georgia 30334	Application Number <b>83-6</b>	
Application Number		Date Received <b>JAN 12 1983</b>	Date Completed <b>JAN 19 1983</b>
2. Person to Contact Barbara Driskell		Working Title Secretary-Investigation Division	Telephone Number 656-2064
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest March, 1981    Present	5. Records Series Title (followed by title used in office, if different) Fire Loss Reporting System Quarterly Report Files		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The State Fire Marshal is responsible for the prevention of the destruction of life and property by fire, panic from fear of fire, and explosion and related hazards as directed by the Georgia Safety Fire Act. The Arson Investigation Division is empowered with the Powers of Arrest and empowered to carry weapons to enforce the Arson Statutes under House Bill #1926. Investigators are called to examine a fire scene to determine the exact origin of the fire and whether or not it was an incendiary, or set, fire. If determined arson, they act as law enforcement officers with working local level authorities and they investigate to apprehend the perpetrators of the crime. Our men screen fire scene debris for incendiary devices, accelerants and foreign materials. They interview witnesses, compile investigative reports, furnish evidence of criminal acts to local District Attorneys, and testify to same in a court of law as expert witnesses.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining quarterly reports of fire losses sustained by fire insurance companies, as required by law. (Ga. Laws 1949, pp. 1057, 1067).  Included are: Quarterly reports (letters, computer reports, form letters & other formats) containing total number of fire losses sustained for each category, such as residential buildings, commercial buildings, automotive vehicles, etc.; total amount of fire losses sustained for each loss category; and total amount of insurance proceeds paid out for each of the loss categories, separately stating the total amounts for buildings and structures, contents, and other types of related coverage.  File is arranged: Chronologically by calendar quarter; thereunder alphabetically by the name of the insurance company doing business in Georgia.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>5</u> ; Seven to twelve months old <u>3</u> ; Thirteen to twenty-four months old <u>seldom</u> ; twenty-five months and older <u>seldom</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1/2</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	n/a	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 5 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Needed for reference in event of arson investigation.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) \_\_\_\_\_

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Joe Thiel</i>	1-11-83		

  

State Records Committee (Signature)		Date
State Auditor/Designee	<i>[Signature]</i>	1-14-83
Secretary of State/Designee	<i>[Signature]</i>	1/12/83
Attorney General/Designee	<i>[Signature]</i>	1-12-83

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)